

CALIFORNIA STATE LIBRARY

To: Public Library Directors
cc: Cooperative Library System Directors

From: Tom Andersen, CLSA Program Coordinator

Date: July 26, 2000

Subject: CLSA Statewide Data Base Targeted One-Time Grants, 2000/2001

At its May 1998 meeting the California Library Services Board (predecessor to the Library of California Board) adopted a new CLSA Statewide Data Base strategy, designed to encourage libraries to make their collections accessible via Z39.50 searching. At its June 2000 meeting, the Library of California Board allocated 2000/01 funds to provide subsidy payments to CLSA participating public libraries and cooperative library systems in support of this strategy.

The Board also directed that any CLSA Statewide Data Base funds that are not needed to pay claims for these annual subsidies be used for targeted one-time grants. Libraries may apply for these grants in addition to the annual subsidies. 2000/01 targeted grants will be awarded in the following area:

- \$10,000 block grants for retrospective conversion of California public libraries' catalog records to machine readable form, for data extraction of converted records from another database, or for upgrade of converted records to full MARC format so that those records can be made accessible for resource sharing.

Enclosed are the guidelines for selecting grant recipients and a copy of the application. To apply for a targeted one-time grant for retrospective conversion, complete and return the enclosed **Grant Application** postmarked no later than **September 8**, to:

Mickie Potter
California State Library
CLSA Program Office
P.O. Box 942837
Sacramento, CA 94237-0001

Please note: Preference will be given to libraries that have not yet received benefits under similar CLSA or LSTA-funded projects. If you have any questions, please do not hesitate to contact Tom Andersen at (916) 653-7391, email tandersen@library.ca.gov or Sandy Habbestad at (916) 653-7532, email shabbestad@library.ca.gov.

GUIDELINES FOR SELECTING CLSA RETROSPECTIVE CONVERSION BLOCK GRANT RECIPIENTS:

It is likely that there will be more applications for retrospective conversion block grants than there are funds available. *It is therefore recommended that these block grants will be awarded on a competitive basis*, to the projects that best illustrate the following guidelines:

- The library has not received assistance with retrospective conversion from FY 1999/2000 CLSA Statewide Data Base block grants or from an LSTA grant within the past three years.
- The library has a substantial number of records to convert. Preference will be given to projects which will most effectively facilitate resource sharing.
- The conversion project will incorporate timeliness in affording electronic access to the library's resources.
- The library has recently weeded or inventoried its collections and will only be converting records for items that will be retained.
- The library has prepared a realistic workplan for successfully converting as many records as possible within the grant period.
- The library serves geographically isolated or underserved populations.
- Access to the library's collections will enhance sharing of non-English language and juvenile materials.
- Access to the converted material will enhance sharing of unique, special collections.

Block Grant Amount: **\$10,000**

Estimated 2000/01 Total Cost: **\$180,000**

**CALIFORNIA LIBRARY SERVICES ACT
STATEWIDE DATA BASE PROGRAM
2000/01 Targeted One-Time Grants**

\$10,000 Retrospective Conversion Grant

Name of library: _____

Contact Person: _____ Phone: _____

Grant Application

CLSA participating public libraries that meet the eligibility requirements as outlined in Part 1 below are invited to submit a Grant Application for a \$10,000 retrospective conversion block grant. Read through these requirements carefully. If your library does not meet the requirements outlined below, you will not be eligible to receive this grant and should not submit the application.

Grant Applications must include the following elements, in this order:

Part 1: Eligibility Requirements -- \$10,000 Retrospective Conversion Grant

To be eligible for a \$10,000 block grant, your library must meet one or more of the following conditions:

A. Less than 100% of the total library collection has been converted to machine-readable format.

How many titles are in your collection? _____

How many titles will you convert? _____

How many holdings will you convert? _____

Specify percentage of collection already converted: _____

B. An outlet (e.g. branch, station, bookmobile) is unconverted.

Specify the unconverted outlet: _____

C. Conversion has been performed, but the database resides with the vendor/other provider (e.g. another library). The local library needs to extract its data from the vendor's/provider's database.

Specify the vendor/provider holding the data: _____

D. Conversion has been performed, but the records are not in MARC format. The records need to be upgraded to full MARC to meet current standards.

Specify the vendor through which the records were converted: _____

Part 2. **Grant Proposal**

Responses to each of the bulleted items below **are required, but need not be lengthy**. Please provide simple, concise responses. If you are applying under C or D (above), please adapt your responses accordingly.

A. Expected Benefits

- Describe how converting/extracting your library's collections to machine readable form will promote resource sharing and benefit other CLSA libraries.
- Indicate how many titles will be converted/extracted as a result of this grant, and how and when the machine readable records will be made accessible to other libraries.
- Preference will be given to applicants serving geographically isolated or underserved populations, and to applicants for which Z39.50 access will enhance sharing of unique, specialized materials as well as non-English language and juvenile materials.

B. Workplan

- Describe how your library has prepared for retrospective conversion, what conversion method(s) and vendor(s) you intend to use, and what quality standards you will meet.
- Describe the qualifications of the staff who will be assigned to this project.
- Describe how the remainder of your collection will be converted if the block grant does not cover the total cost of retrospective conversion.
- Describe how your proposed retrospective conversion process will be coordinated with local cataloging procedures for newly acquired materials.
- Preference will be given to applicants who have developed a realistic workplan for retrospective conversion and who have prepared by weeding or inventorying collections so that they will only be converting records for titles that will be retained.

C. Implementation Calendar

- Provide an implementation calendar showing key events and responsible parties.
- Preference will be given to applicants who can successfully convert as many records as possible within the grant period and to provide them for electronic use as quickly as possible.

D. Vendor Costs

- List all vendors with whom you will be contracting for services as part of this project with the estimated amount to be paid to each vendor (including, but not limited to Auto-Graphics, Brodart, LTI, OCLC, PDCC, TLC, WLN, etc.)

Part 3. Tasks to be Completed During the Grant Period

If your library is selected to receive a block grant of \$10,000, you will be required to complete the following tasks before June 30, 2001:

- conversion/extraction of a significant percentage of your library's catalog, as estimated in the grant application, to MARC (Machine Readable Cataloging) format,
- development of plans for adding those records to a new or existing automated system, either locally or in another jurisdiction,
- agreement that CLSA borrowing libraries will not be charged a fee for requesting materials from your library, and
- final project report.

If these requirements are not acceptable to your library, please do not submit a Grant Application.

Part 4. **Certification**

I hereby certify under penalty of perjury: That I am the duly authorized officer of the applicant herein, that this statement of eligibility is in fact all true, correct, and in accordance with the law and that payment has not already been received for retrospective conversion.

Library Name: _____

(signature of Fiscal Agent or Library Director)

(date)

(print name)

(title)

Return grant applications to:

Mickie Potter
California State Library
CLSA Program Office
P.O. Box 942837
Sacramento, CA 94237-0001

For CLSA staff use only

Amount awarded: _____

Approval: _____
(CLSA Program Coordinator)

Date: _____

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